COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   CLASSIFIED

ASSISTANT METEOROLOGIST	Class No. 003696
ASSOCIATE METEOROLOGIST	Class No. 003697

■ CLASSIFICATION PURPOSE

To analyze and predict meteorologist conditions as applied to air pollution formation, transport, and dispersion; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this series are allocated to the Air Pollution Control District (Engineering/Monitoring Division).

Assistant Meteorologist:

This is the entry-level in the Meteorologist series. Under general supervision, incumbents collect and analyze meteorological and climatological data and forecast meteorological and air quality conditions.

Associate Meteorologist:

This is the journey-level class in the Meteorologist series. Under general supervision, incumbents are responsible for independently performing a wide range of air quality control forecasting and modeling analyses.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1.   Collects, analyzes, monitors, and interprets meteorological and air quality data.

2.   Evaluates source impacts on regional air quality.

3.   Prepares and plots weather maps and issues meteorological and air quality forecasts.

4.   Evaluates progress towards clean air goals set by federal and state guidelines.

5.   Enters and retrieves information to and from a computer or automated data file and develops data bases consisting of meteorological and air quality information.

6.   Exchanges information with representatives from outside agencies, news media, and the public.

7.   Participates in field studies that involve meteorological and air quality monitoring.

8.   Assists in monitoring sites and meteorological equipment selection.

9.   Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Associate Meteorologist:

All the functions listed above and

1.   Applies air pollution models and interprets modeling results for strategy development, regulatory permit, and health risk assessment.

2.   Performs sensitivity analysis.

3.   Oversees the selection of site and meteorological equipment.

4.   Provides emergency response support and evacuation guidance upon request.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

–   Applicable state and federal laws pertaining to air pollution control, including the Federal Clean Air Act and California Clean Air Act.
–   Atmospheric and air pollution processes.
–   Regulatory modeling guidelines and applications.
–   Computer modeling applications.
–   Air pollution modeling technology.
–   County customer service objectives and strategies.

Skills and Abilities to:

–   Forecast air quality.
–   Collect, analyze, monitor, and evaluate air quality and meteorological data.
–   Review meteorological and air quality data to determine source impacts on regional air quality.
–   Ensure clean air goals are being met.
–   Enter and retrieve date from computer.
–   Establish and maintain effective working relationships with representatives from outside agencies, news media, and the public.
–   Communicate effectively, both orally and in writing, with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
–   Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

Associate Meteorologist (in addition to the above):

–   Apply modeling results for strategy development, regulatory permit, and health risk assessment.
–   Research, evaluate, and recommend new air pollution models for acquisition and use.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Assistant Meteorologist:

A bachelor's degree from an accredited college or university in meteorology, atmospheric science, or a closely related field.

Associate Meteorologist:

1.   A bachelor's degree from an accredited college or university in meteorology, atmospheric science or a closely related field; AND, three (3) years of experience performing meteorological/air quality analysis and/or forecasting. One (1) year of the required experience must have included air pollution meteorology and/or modeling application, OR

2.   Three (3) years of experience as an Assistant Meteorologist with the County of San Diego.

Note: A Master's degree as described above in meteorology or a closely related field may substitute for up to two years of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate meteorological equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying materials weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Weekend and irregular work schedules may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: September 4, 1991
Revised: June 14, 2004

Assistant Meteorologist (Class No. 003696)	Union Code: PR	Variable Entry: Y
Associate Meteorologist (Class No. 003697)	Union Code: PR	Variable Entry: Y